

AFFIDAVIT OF NOTICE OF PROBATE

USING THIS REVISABLE PDF FORM

1. Copies
 - a. Original - to court.
 - b. First copy - to person identified in Data Element No. 4.
2. Prepared by
 - a. Data Element Nos. 2 through 13 are completed by person identified in Data Element No. 4.
 - b. Data Element No. 1 is completed by court.
 - c. Data Element Nos. 12 through 15 are completed by person taking acknowledgment.
 - d. Data Element Nos. 18 through 21 are completed by Clerk's Office.
3. Attachments - none.
4. Preparation details - none.

AFFIDAVIT OF NOTICE OF PROBATE**DATA ELEMENTS**

1. Estate number assigned by the court.
2. Name of decedent.
3. Date of decedent's death.
4. Check appropriate box for person submitting affidavit.
5. Check if no notice was required.
6. Check box if notice required.
7. Name of individuals who were notified pursuant to § 64.1-122.2.
8. Address of persons identified in Data Element No. 7 where notice was mailed or delivered.
9. Date when notice was mailed or delivered.
10. Check box and insert name of spouse, heir at law or beneficiary named in the decedent's will whose address could not be obtained.
11. Check box and describe the person who may be an heir or beneficiary whose name and address could not be obtained.
12. Date when affidavit completed.
13. Signature of person making affidavit.

To be completed by person acknowledging affidavit:

14. State where affidavit was sworn to.
15. City or county where affidavit was sworn to. Check appropriate box.
16. Date affidavit subscribed and sworn to.
17. Name of person acknowledging affidavit. Check appropriate title box and enter date commission expires if acknowledged by a notary.

For court use only:

18. Name of circuit court where recorded.
19. Date affidavit recorded.
20. Signature of Clerk of court or type name if recorded by a deputy clerk
21. Signature of a deputy clerk if applicable.